

Participatory Budgeting Winning Project Implementation Grant Program

Notice of Funding Availability (NOFA)

JANUARY 30, 2023

The City of Sacramento (City) is providing up to \$1 million in grants for organizations to implement the winning projects (projects) resulting from the vote phase of the Measure U Community Advisory Committee's (Measure U Committee's) Participatory Budgeting Pilot Program.

The specific details of each project are included in Attachment 1 and the funding availability is summarized as follows:

Table 1: Summary of Project Funding Availability

#	Project Name	Area	Total Available	# of Awards	Maximum Award
1	Neighborhood Cleanup Grants	North	\$60,000	3-10	\$20,000
2	Work and Mentoring Programs For Northeast Sacramento Youth	North	\$100,000	4-6	\$25,000
3	A Second Chance Career Opportunity for the Youth	North	\$200,000	1	\$200,000
4	Urban Agriculture Programs and Mobile Farmers Market	North	\$140,000	1	\$140,000
5	Teaching Tech	South	\$100,000	1	\$100,000
6	Additional Literacy Support for Elementary Students	South	\$100,000	1	\$100,000
7	South Sacramento Entrepreneurial and Career Academy	South	\$125,000	1	\$125,000
8	Transportation Van for Underserved and Unhoused Youth in Oak Park	South	\$75,000	1	\$75,000
9	Beautify Sacramento	South	\$75,000	1	\$75,000
10	Sacramento Area Homeless Services Event 2023	South	\$25,000	1	\$25,000

All applications must be submitted using the online application at cityofsacramento.org/pb no later than 4 p.m. PST February 27, 2023.

Application Timeline

The application period is as follows:

Application Period Opens	January 30, 2023
Technical Assistance Webinar #1	February 3, 2023 at Noon PST
Technical Assistance Webinar #2	February 13, 2023 at 6 p.m. PST
Deadline to Request Assistance or Ask Questions	February 16, 2023 at Noon PST
Deadline to Submit Application	February 27, 2023 at 4:00 p.m. PST
Award Offer Notifications	Week of March 27, 2023

The above timeline is subject to change and any updates will be posted at cityofsacramento.org/pb.

Geographic Focus Areas

Each project must be implemented within, or primarily serve the residents of, one of two geographic focus areas. Projects 1-4 belong to the North Focus Area and projects 5-10 belong to the South Focus Area. Maps of each focus area are included in Attachment 2 and an interactive map is available at: cityofsacramento.org/pb

All applicants will be asked to provide details regarding how their proposed implementation would serve the residents of the associated focus area.

Eligibility

Only organizations, not individuals, are eligible to apply for funding. Successful applicants may contract with the City using a different legal entity, such as a fiscal sponsor, if the originally proposed organization is unable to meet the City's contracting requirements.

However, some projects include a requirement that the implementing organization be a nonprofit entity¹ and/or limit eligibility based on the organization's annual operating budget size to direct funding toward smaller organizations. These additional eligibility restrictions are as follows:

Table 2: Applicant Eligibility Requirements by Project

#	Project Name	Must be a Nonprofit?	Maximum Annual Operating Budget
1	Neighborhood Cleanup Grants	No	Not applicable

¹ To be considered nonprofit, an organization must have recognized tax-exempt status by the Internal Revenue Service (IRS) or California Franchise Tax Board (FTB), or be in the process of seeking tax-exempt status.

2	Work and Mentoring Programs For Northeast Sacramento Youth	No	Not applicable
3	A Second Chance Career Opportunity for the Youth	Yes	Not applicable
4	Urban Agriculture Programs and Mobile Farmers Market	No	Not applicable
5	Teaching Tech	Yes	\$100,000
6	Additional Literacy Support for Elementary Students	No	\$100,000
7	South Sacramento Entrepreneurial and Career Academy	No	\$75,000
8	Transportation Van for Underserved and Unhoused Youth in Oak Park	Yes	\$100,000
9	Beautify Sacramento	No	Not applicable
10	Sacramento Area Homeless Services Event 2023	Yes	\$50,000

Selection Criteria and Award Decisions

A Selection Panel that consists of Measure U Committee members and proposal delegates who helped develop the project concepts will evaluate each eligible application and recommend final award decisions.

Individual Selection Panelists will evaluate and assign a score to the applications for each project using the following criteria:

- 1. Qualifications and Experience (50 points):** Applicant's demonstrated ability to successfully implement the project based on the applicant's:
 - Experience;
 - Skills;
 - Accomplishments;
 - Understanding of the community to be served; and
 - Expertise and track record of team members.
- 2. Proposed Implementation Approach (50 points):** Applicant's implementation plan is realistic and likely to achieve the goals of the project based on the applicant's:
 - Available resources;
 - Proposed timeline;
 - Proposed budget;
 - Partnerships with other organizations or individuals (if necessary); and
 - Approach to addressing the unique needs of the community to be served.

Individual Selection Panelist scores for each project will be averaged to generate an average score for each applicant. At its sole discretion, the Selection Panel may request additional information from, or conduct interviews with, any applicants. Panelists may revise their individual scores based upon any new information or Panelist deliberations until the Selection Panel determines that the average scores are final.

Once the average scores are final, the highest-scoring applicant(s) for each project will be notified of their award offer. If an applicant is unable to meet the City's contracting requirements within 90 days of being notified of their award offer, the City may rescind the award offer and instead offer the award to the next highest-scoring applicant not awarded.

Grant Application Questions and Submission Requirements

A uniform grant application will be used across all winning projects and consist of the following questions:

Applicant Information

1. Name of Person Applying
2. Organization Name
3. Organization's Annual Operating Budget
4. Email Address
5. Phone Number
6. Which winning project are you applying to implement?
7. Amount Requested

Qualifications and Experience

8. Please list the names of all individuals and organizations that will be directly involved in implementing the project.
9. Please describe the understanding and experience your team has working in the community to be served by this project.
10. Please describe the skills and expertise of your team.
11. Please describe your team's track record and accomplishments implementing similar projects.

Proposed Implementation Approach

12. When do you plan to start and finish the project?²
13. Where, specifically, will your project be implemented?
14. How will you successfully implement the project and achieve the desired goals?
15. What resources and/or partnerships will you leverage to be successful?
16. How will your project address the unique needs of the community to be served?

² In general, projects should not start sooner than May 1, 2023 or end later than June 30, 2024. However, the City may make exceptions on a case-by-case basis.

Supporting Information

17. Please upload a copy of your proposed budget.³
18. Please enter any additional information that supports your application. This may include links to news coverage, social media, or any other information you want the Selection Panel to know. (optional)
19. Please upload any documents or other materials that provide additional support for your application. (optional)

Technical Assistance

To answer questions from prospective applicants and assist applicants in completing the application, the City will provide two technical assistance webinars. Links to register for each webinar are available at cityofsacramento.org/pb.

In addition, questions or requests for assistance may be submitted by email to aroughani@cityofsacramento.org. **All requests must be submitted by 12 p.m. (noon) February 16, 2023 to ensure the City can respond before the application deadline.**

General Terms

If it becomes necessary to revise any part of the NOFA, an addendum to the NOFA will be posted at: cityofsacramento.org/pb.

It is the responsibility of the respondent to verify addenda and supplements up to the NOFA application deadline.

The City reserves the right to reject any or all applications submitted, correct any technical errors in the solicitation process, waive any irregularities in any application, negotiate with any of the applicants, or enter into a subsequent agreement with other applicants if the originally selected applicants fail to execute their agreement with the City.

Any agreement shall not be binding unless it is executed by authorized representatives of the City and the selected applicant. Applicants are solely responsible for any expenses incurred in preparing their applications in response to this NOFA.

Applications received are public records that will be disclosed upon request. All material submitted that has not been set apart and clearly marked as "Trade Secret" or "Proprietary" (collectively, "Confidential Information") becomes the exclusive property of the City. Applications submitted may be reviewed and evaluated by any persons at the discretion of the City.

³ Up to 10 percent of the Amount Requested may be used for administrative expenses. Use the budget template provided at: cityofsacramento.org/pb

The City is not obligated to defend against any litigation brought to compel disclosure of the Confidential Information. The applicant, however, may defend against the litigation as the real party in interest, at no expense to the City. If the applicant opts to defend, then the respondent shall indemnify and hold the City harmless against all damages and costs awarded against the City in the litigation, including reasonable attorney's fees and litigation costs through final resolution of the litigation on appeal.

All applicants responding to this NOFA do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or organization for any costs incurred in preparing or submitting applications, for providing additional information when requested by the City, or for participating in any interviews, including pre-contract negotiations and contract negotiations.

The City reserves the right to reject individual team members, contractors, and subcontractors and request substitution without indicating any reason.

An application is late if received at any time after the application deadline. An application received after the specified time will not be considered and will be returned to the respondent.

If you have any questions regarding form and content of your application per this NOFA, please email your questions to: aroughani@cityofosacramento.org.

Attachment 1: Project Details

The project descriptions below are intended to describe the general goals and objectives of each project. Applications that reflect the stated intentions of each project are more likely to receive higher scores during the evaluation phase. However, the Selection Panel encourages creativity and innovation in the implementation approaches proposed by grant applicants, including proposed approaches that deviate from the specific project descriptions below. Such applications will still be considered and scored according to the selection criteria, as long as the applicant meets the eligibility requirements for that project.

North Area Projects

- | | |
|--------------------------|--|
| Project Number: | 1 |
| Project Name: | Neighborhood Cleanup Grants |
| Total Available: | \$60,000 |
| Max. Award Size: | \$20,000 |
| Number of Awards: | 3-10 |
| Eligibility: | No additional eligibility requirements. |
| Description: | This is a grant based program for community groups to fund cleanup events around the Old North Sacramento/Gardenland/Del Paso Heights areas. Organizations that recruit local youth volunteers would be given preference. |
| | |
| Project Number: | 2 |
| Project Name: | Work and Mentoring Programs For Northeast Sacramento Youth |
| Total Available: | \$100,000 |
| Max. Award Size: | \$25,000 |
| Number of Awards: | 4-6 |
| Eligibility: | No additional eligibility requirements. |
| Description: | This project would provide organizations funding to implement youth development programs. These programs would include vocational skills training and mentorship. This project would also fund field trips and training to help build character development. Projects could also include community beautification projects performed by youth. There is no minimum grant award amount. |
| | |
| Project Number: | 3 |
| Project Name: | A Second Chance Career Opportunity for the Youth |
| Total Available: | \$200,000 |
| Max. Award Size: | \$200,000 |
| Number of Awards: | 1 |
| Eligibility: | Eligible applicants must be a nonprofit organization. |

Description: This project is targeting youth from 17 to 22 years. Not all youths are college bound, ready for the military or prepared for a job, and this is especially true to the youth that reside in North Sacramento who may not have any direction. The North Sacramento Youth in the D2 area need other outlets to launch them into careers. A 3-month summer job/internship that provides work experience in a trade or computer skills can be the spark that their mind needs to alter their direction. A maximum of 20 candidates will be required to enroll into an application process. Screening will be done by the non-profit that will be assigned.

Project Number: 4

Project Name: Urban Agriculture Programs and Mobile Farmers Market

Total Available: \$140,000

Max. Award Size: \$140,000

Number of Awards: 1

Eligibility: No additional eligibility requirements.

Description: This project would support mobile farmers markets and educational programming to offer affordable food, cooking classes and community education to community members, particularly youth in Del Paso Heights and Gardenland. The goal of this project is to create and facilitate opportunities and resources for economically disadvantaged and marginalized communities. The types of programs that may be offered include education on sustainable practices for urban agriculture for families, cooking demonstrations on how to prepare healthy meals using local produce, small business and food entrepreneurship, and how to create safe spaces for residents through garden sites to strengthen community and deepen relationships. Funds may also go towards the establishment of a non-mobile garden space in Del Paso Heights to support the cultivation and harvesting of locally grown produce, if feasible.

South Area Projects

Project Number: 5

Project Name: Teaching Tech

Total Available: \$100,000

Max. Award Size: \$100,000

Number of Awards: 1

Eligibility: Eligible applicants must be a nonprofit organization with an annual operating budget of no more than \$100,000.

Description: Technology is the future and students in Southeast Sacramento are at a disadvantage. This project is for an organization that identifies high

schools and afterschool programs in the Lawrence and Oak Park area and teaches students coding, design, and turn gamers into coders.

- Project Number:** 6
Project Name: Additional Literacy Support for Elementary Students
Total Available: \$100,000
Max. Award Size: \$100,000
Number of Awards: 1
Eligibility: Eligible applicants must have an annual operating budget of no more than \$100,000.
Description: Literacy rates in Southeast Sacramento are in crisis. This project would fund existing literacy programs in Southeast Sacramento and assist students multiple grades behind in reading. Eligible programs must have school partnerships, and a track record of measurable results providing services to underserved youth, unhoused youth, and English Language learners.
- Project Number:** 7
Project Name: South Sacramento Entrepreneurial and Career Academy
Total Available: \$125,000
Max. Award Size: \$125,000
Number of Awards: 1
Eligibility: Eligible applicants must be an organization with an annual operating budget of no more than \$75,000 and a successfully proven history in implementing the training topics.
Description: This project would fund an organization to organize youth and adult entrepreneurship training in South Sacramento. These trainings will focus on topics such as Entrepreneurial Programs, Art/Culture Classes, Educational/Life Skills Programs, Culinary, etc. Programs would also address Healing Circles (Adult and Youth), recreation, and anti-violence. Additionally, funds may be used toward startup costs to establish a culinary institute.
- Project Number:** 8
Project Name: Transportation Van for Underserved and Unhoused Youth in Oak Park
Total Available: \$75,000
Max. Award Size: \$75,000
Number of Awards: 1
Eligibility: Eligible applicants must be a nonprofit organization currently serving Oak Park with an annual operating budget of no more than \$100,000.
Description: School absentee rate is at an all-time high and educational growth is at an all-time low. These students need reliable transportation to access learning opportunities. This project would allow a community-based

organization to purchase a 12-15 passenger van and cover related expenses to provide free transportation services to unhoused/underserved students for learning enrichment activities (e.g. after school programs; sports activities; tutoring services; field trips; to/from school where needed, etc).

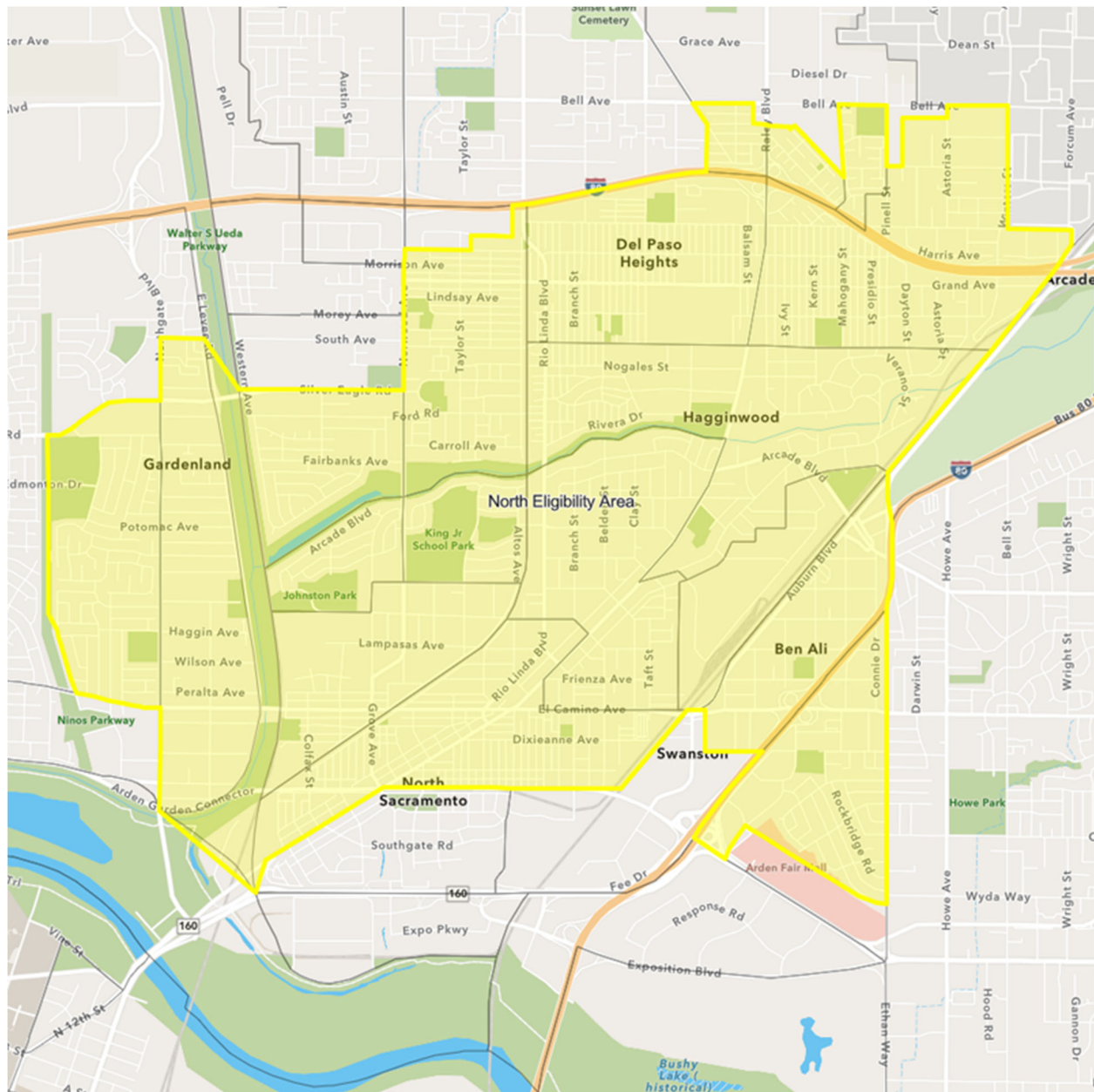
Project Number: 9
Project Name: Beautify Sacramento
Total Available: \$75,000
Max. Award Size: \$75,000
Number of Awards: 1
Eligibility: No additional eligibility requirements.
Description: Beautify the streets of Sacramento bounded by Meadowview/Mack Rd. Providing trash cans and trash pick-ups. Project may hire the youth/volunteers to design trash cans that will be placed near such locations. This could create community awareness and get the people involved. This will give our youth something to take pride in and help enforce less littering within the community. This could also influence youth job training and employment with other established organizations willing to collaborate. A cleaner environment enhances the property value and visitors of businesses. Placement of new trash receptacles and regularly scheduled pick-ups will require a third party to manage the project which includes purchasing the receptacles, obtaining all required permits, completing or contracting for the installation work, and financing ongoing collection, service, and maintenance of trash receptacles.

Project Number: 10
Project Name: Sacramento Area Homeless Services Event 2023
Total Available: \$25,000
Max. Award Size: \$25,000
Number of Awards: 1
Eligibility: Eligible applicants must be a nonprofit organization with an annual operating budget of no more than \$50,000.
Description: The homeless services event will provide a specific day for the unhoused to come out to a safe place and receive much needed services, food, music, and community. The qualified organization will provide services that are typically difficult for the homeless to obtain. Some of these services will provide key support that will aid in the many of the difficulties the homeless experience. The idea of the event is to provide a day that will both help with their needs, while showing them the respect and love they deserve.

Attachment 2: Project Implementation Eligibility Areas

Each winning project must be implemented within or primarily serve the residents of one of two geographic focus areas below. Winning projects 1-4 belong to the North Focus Area and winning projects 5-10 belong to the South Focus Area. An interactive map with an address lookup tool is available at: cityofsacramento.org/pb

North Focus Area



South Focus Area

